

TITLE: Professional Development Coordinator

- QUALIFICATIONS:**
- Knowledge of current educational research and issues
 - Experience creating and leading in district PD
 - Demonstrated experience in a leadership position
 - Demonstrated organizational skills
 - Demonstrated success in communicating effectively with principals, staff, and outside consultants
 - A working knowledge of current research and resources related to district and school-based goals, staff development, and group processes

DIRECT SUPERVISOR: SUPERVISOR OF CURRICULUM AND INSTRUCTION

- COORDINATES:**
- District K-8 professional development opportunities

- JOB GOAL:**
- Serve as the district leader in overseeing and managing K-8 professional development

- PERFORMANCE RESPONSIBILITIES:**
- Align professional development with the instructional vision of the district
 - Create and present a presentation for *New Teacher Orientation*, focus on *WHAT DOES IT MEAN TO BE A WYCKOFF TEACHER*
 - Facilitate and attend mentee meetings
 - Facilitate book club discussions at mentee meetings
 - Assist Supervisor of Curriculum and Instruction with planning for district PD days
 - Create, plan, and coordinate a Fall and Spring in-service programs for professional staff based on district priorities for instructional improvement
 - Conduct needs assessments, as needed
 - Assist in development of a second, third, and fourth year mentoring program aligned to new first year program
 - Create feedback reports on consultants' work
 - Coordinate professional development with *Supervisor of Curriculum and Instruction* and plan dates/times/locations, regarding the use of outside consultants in the district
 - Attend monthly meetings with *Supervisor of Curriculum and Instruction*
 - Provides other PD related duties as assigned

TERMS OF EMPLOYMENT: This position is expected to be performed during the 10 month school year. However, some summer hours may be required. This position will be appointed annually.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff

SALARY: Salary based upon current hourly rate

TITLE: Elementary Makerspace Coordinator

QUALIFICATIONS:

- Knowledge of instructional practices
- Experience in a leadership position
- Knowledge of makerspace work
- Demonstrated organizational skills and ability to lead others

DIRECT SUPERVISOR:

SUPERVISOR OF CURRICULUM AND INSTRUCTION

COORDINATES:

- District K-5 Makerspace implementation

JOB GOAL:

- Serve as the district leader in overseeing, managing and growing the implementation of makerspaces. Since innovation is ever-changing and student-driven, a Makerspace Coordinator would support the fluid nature of the growth, change, and implementation of Makerspaces within the district's elementary schools.

PERFORMANCE RESPONSIBILITIES:

- Provide leadership as to the development and expectations of District makerspace programs
- Assist with the alignment of an educational makerspace program with CCSS/NGSS
- Oversee and facilitate K-5 connections to STEAM
- Coordinate and oversee purchases
- Provide opportunities for point people within each building to share ideas, collaborate together, present to staff members
- Collect and vet teacher recommendations for materials, activities, updates, differentiation,
- Create a system for updates to communicate with elementary principals, coaches and teaching staff
- Attend monthly meetings with Supervisor of Curriculum
- Communicates with principal in each building to ensure consistency and maintenance
- Liaison to Bergen Makerspace group
- Consult with Bergen County Maker Space, colleges, WPL
- Provides other duties related to makerspace implementation

TERMS OF EMPLOYMENT:

This position is expected to be performed during the 10 month school year. However, some summer hours may be required. This position will be appointed annually.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

SALARY:

Salary based upon employees current hourly rate

ADOPTED:

REVISED:

TITLE: K- 5 Atlas Curriculum Mapping Coordinator

QUALIFICATIONS:

- Knowledge in Atlas functions
- Experience in a leadership position
- Organizational skills

DIRECT SUPERVISOR:

SUPERVISOR OF CURRICULUM AND INSTRUCTION

COORDINATES:

- Communicate updates to curriculum in Atlas with elementary principals, coaches and teaching staff
- Communication of changes to appropriate groups
- Consistent expectations for curriculum documents found in Atlas

JOB GOAL:

- Serve as the district leader in overseeing and managing Atlas. Staff agree that Wyckoff's curriculum is a living document, open to revision. Since Atlas documents can be modified as needed, the Atlas Curriculum Coordinator would support the fluid nature of our curriculum as it lives in Atlas.

PERFORMANCE RESPONSIBILITIES:

DISTRICT

- Provide ongoing teacher training for effective Atlas use
- Collect and vet teacher recommendations for activities, updates, differentiation
- Train new teachers on effective Atlas use
- Create a system for updates to Atlas and disseminate for teachers
- Assist with needs as teachers input their curriculum
- Align Atlas to NJQSAC expectations
- District point person for Atlas district/teacher
- Stay current as Atlas continues to change their product to improve
- Attend monthly meetings with Supervisor
- Provides other related duties as needed

TERMS OF EMPLOYMENT:

This position is expected to be performed during the 10 month school year. However, some summer hours may be required. This position will be appointed annually.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

SALARY:

Salary will be on an hourly basis.

APPROVED BY:

DATE:

REVISED

TITLE: ELEMENTARY SCHOOL TEST LEADERS (2)

QUALIFICATIONS:

- Knowledge of planning testing and analyzing test data
- Considerable knowledge of state and local testing requirements
- Demonstrated experience with leading teams, interpreting and presenting data to teams
- Ability to oversee/supervise the effective implementation of required state, district and other (e.g. NAEP, Cogat) assessments.
- Experience in a leadership position
- Demonstrated organizational skills
- Demonstrated ability to work in a team setting with district staff
- Demonstrated experience in workshop presentations

DIRECT SUPERVISOR:

SUPERVISOR OF CURRICULUM AND INSTRUCTION

COORDINATES:

- District K-5 the administration of and planning for testing

JOB GOAL:

- Coordinate and supervise, and plan the school based implementation and administration of New Jersey statewide and local district testing, and other testing.

PERFORMANCE RESPONSIBILITIES:

- Plan with principals and provide teacher training for all standardized assessments
- Remains current of all updates regarding PARCC
- Manage all aspects of test materials ordering system, including print orders and test materials with special modifications
- Organize, manage, and implement all standardized testing across the elementary schools
- Communication regarding testing with elementary principals, coaches and elementary student and teacher information with technology director
- Communication of changes to appropriate groups
- Communication with parents for district testing
- G and T criteria for entrance to programs
- Assist schools in preparing for state-wide assessment programs and consult with data processing staff on computer hardware and software issues and concerns.
- Analyze data and work with the school administration and faculty in understanding assessment data in order to generate effective responses to the school/students' needs.
- Interpret test results and provide written interpretation and analysis for school and individual teacher use
- Ensure adherence to established policies procedures and standards
- Maintain accurate and complete records as necessary
- Coordinate distribution and collection of secure test materials
- Create schedules with principals for administering tests in accordance with the established test calendar windows

- Provide and oversee completion of all test documents by established deadlines
- Tests include, but not limited to
 - K-5 PARCC administration
 - K-5 Cogat administration
 - Grade 4 NJASK Science testing
 - NAEP
 - FLOW math assessments
 - Investigate discrepancies in test administration
- Provides other test related duties as needed

**TERMS OF
EMPLOYMENT:**

This position is expected to be performed during the 10 month school year. However, some summer hours may be required. This position will be appointed annually.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

SALARY:

Salary will be paid on an hourly basis.

APPROVED BY:

DATE:

REVISED

TITLE: MIDDLE SCHOOL TEST LEADER

QUALIFICATIONS:

- Knowledge of planning testing and analyzing test data
- Considerable knowledge of state and local testing requirements
- Demonstrated experience with leading teams, interpreting and presenting data to teams
- Ability to oversee/supervise the effective implementation of required state, district and other (e.g. NAEP, Cogat) assessments.
- Experience in a leadership position
- Demonstrated organizational skills
- Demonstrated ability to work in a team setting with district staff
- Demonstrated experience in workshop presentations

DIRECT SUPERVISOR:

**SUPERVISOR OF CURRICULUM AND INSTRUCTION,
MIDDLE SCHOOL TEST COORDINATOR**

COORDINATES:

- District 6-8 the administration of and planning for testing

JOB GOAL:

- Coordinate and supervise, and plan the school based implementation and administration of New Jersey statewide and local district testing, and any other testing.

PERFORMANCE RESPONSIBILITIES:

- Plan with principals and provide teacher training for all standardized assessments
- Remains current of all updates regarding PARCC
- Manage all aspects of test materials ordering system, including print orders and test materials with special modifications
- Organize, manage, and implement all standardized testing across the middle school
- Communication regarding testing with middle school principal/vp, facilitators, team leaders, and technology director as needed
- Communication of changes to appropriate groups
- Communication with parents for middle school district testing
- G and T criteria for entrance to programs (?)
- Assist schools in preparing for state-wide assessment programs and consult with data processing staff on computer hardware and software issues and concerns.
- Analyze data and work with the school administration and faculty in understanding assessment data in order to generate effective responses to the school/students' needs.
- Interpret test results and provide written interpretation and analysis for school and individual teacher use
- Ensure adherence to established policies procedures and standards
- Maintain accurate and complete records as necessary
- Coordinate distribution and collection of secure test materials
- Create schedules with principals for administering tests in accordance with the established test calendar windows

- Provide and oversee completion of all test documents by established deadlines
- Tests include, but not limited to
 - 6-8 PARCC administration
 - Grade 8 NJASK Science testing
 - NAEP ?
 - FLOW math assessments (possible)
 - Investigate discrepancies in test administration
- Provides other test related duties as needed

**TERMS OF
EMPLOYMENT:**

This position is expected to be performed during the 10 month school year. However, some summer hours may be required. This position will be appointed annually.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

SALARY:

Salary will be paid on an hourly basis.

APPROVED BY:

DATE:

REVISED